



## REQUEST FOR PROPOSAL (RFP)

Advertisement	DATE: March 28, 2022
	REFERENCE: RFP/03/2022 – Graphic Design

Dear Sirs:

We kindly request you to submit your Proposal for the following: **Graphic Design Services for the Pro PALOP-TL SAI (Phase II) project, .**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, April 12, 2022 - 14:00Hrs** to the following email addresses:

[bids.jocv@cv.jo.un.org](mailto:bids.jocv@cv.jo.un.org)

The Technical and Financial proposal should be submitted in two (2) separate emails, clearly identified. Free from virus and corrupted files, PDF files only. The Financial proposal should be password locked, and password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel.

**Any proposal sent to the private email addresses of any procurement staff will be automatically disqualified.**

Your Proposal must be expressed in the **English, or French language**, and valid for a minimum period of **Sixty (60) Days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying, and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
  
**Salette Bettencourt**  
Operations Manager  
3/28/2022

## Annex 1

## Description of Requirements

Context of the Requirement	<b>To contract a company for Graphic Design Services for the Pro PALOP-TL SAI (Phase II) project.</b>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Please see attached Terms of Reference (ToR).
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (ToR).
Person to Supervise the Work/Performance of the Service Provider	<i>Pro PALOP-TL SAI Communications and Visibility Officer and the Pro PALOP-TL Management Unit.</i>
Frequency of Reporting	Reporting is per the timelines indicated in the ToR.
Progress Reporting Requirements	Please see attached Terms of Reference (ToR).
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	1 Year
Target start date	April 2022
Latest completion date	April 2023
Travels Expected	Please see attached Terms of Reference (ToR).
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please see attached Terms of Reference (ToR).
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> USD (United States dollars) <input checked="" type="checkbox"/> or any convertible currency; at the UN Exchange rate when the proposal is being evaluated
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes  VAT registered firms from Cabo Verde must indicate the VAT component separately after the net price.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	UNDP shall effect payments to the vendor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding deliverables as set in the PO.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Pro PALOP-TL SAI Communications and Visibility Officer and the Pro PALOP-TL Management Unit.</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet for Professional Services
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm (Profile) - 200 points <input checked="" type="checkbox"/> Proposed Work Plan and Approach/Methodology - 200 points <input checked="" type="checkbox"/> Qualification of Key Personnel - 300 points  <b><u>Financial Proposal: 300 points (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Annex 1 Detailed TOR <input checked="" type="checkbox"/> Annex 3 General Terms and Conditions

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Procurement Unit  <a href="mailto:procurement.cv@cv.jo.un.org">procurement.cv@cv.jo.un.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Required Documents that must be Submitted to Establish Qualification of Proposers	<p><input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed ten (10) pages, including printed brochures and product catalogues relevant to the services being procured</p> <p><input checked="" type="checkbox"/> Valid license for the required services</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 2 years</p> <p><input checked="" type="checkbox"/> Environmental Compliance Certificates</p> <p><input checked="" type="checkbox"/> Written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division or Other Ineligibility List</p> <p><input checked="" type="checkbox"/> CV of Key Staff</p> <p><input checked="" type="checkbox"/> Duly signed and stamped Technical and financial proposal.</p>
Other Information <i>[pls. specify]</i>	<p><input checked="" type="checkbox"/> <b>Mandatory email subject line:</b> your Technical and Financial proposals shall be sent into <b>two separate emails</b> as per the following <b>subject lines***</b>:</p> <ol style="list-style-type: none"> <li>1. For <b>Technical</b> Document: <u>RFP/03/2022 – Graphic Design – Technical Proposal – [insert Proposing Firm Business Name]</u></li> <li>2. For <b>Financial</b> Document: <u>RFP/03/2022 – Graphic Design – Financial Proposal – [insert Proposing Firm Business Name]</u></li> </ol>

<sup>2</sup>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.